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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OTE Planning Program for FY 85

FROM:

DA Planning Officer  
7D18 HQ

EXTENSION

NO.

DATE

15 Nov 84

25X1

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/DDA

19/11

Bull

2.

3. ADDA

19 NOV 1984

S

4.

5.

DDA

19 NOV 1984

J

6.

7.

DDA/MS/Steve

8.

9.

10.

11.

12.

13.

14.

15.

OTE's FY 85 Planning Program is attached. It represents a well thought out, well planned program. I've included a suggested memo approving the plan, if you agree.

Attachment

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FORM 1-79

610 USE PREVIOUS EDITIONS

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GPO : 1983-0 - 411-632

19 NOV 1984

MEMORANDUM FOR: Director of Training and Education

FROM: Harry E. Fitzwater  
Deputy Director for Administration


SUBJECT: Planning Program for FY 1985

REFERENCE: Office of Training and Education  
FY 85 Five-Year Plan

I have reviewed and approved your FY 1985 Planning Program. It reflects energetic and thoughtful planning. I look forward to meeting with you and your people quarterly to discuss your objectives and any problem areas.

STAT

  
Harry E. Fitzwater

DDA/MS  (15Nov84)

Orig - Adase

- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - DDA/MS Subject
- 1 - DDA/MS Chrono

STAT

OFFICE OF TRAINING AND EDUCATION  
FIVE YEAR GOALS  
FISCAL YEARS 1985 - 1989

A. OTE's curriculum must be responsive to Agency needs and be offered by knowledgeable people using good training methods. OTE will take the initiative in assisting Directorates and Components in defining their training needs and in assuring that the courses are kept current and abreast of change. OTE will focus efforts towards the following major areas:

- 1) Implementation of an Agency-wide CT program
- 2) Development of a training program for the DS&T
- 3) Implementation of a secretarial/administrative support personnel training program

B. By the end of Fiscal Year 1988, OTE will have a functioning Computer Based Education (CBE) system which uses the Agency's existing terminal network to deliver courseware Agency-wide. This CBT system will initially provide foreign language skills courseware and will then be expanded to include ADP and management skills courseware, as well as other subject areas determined to be feasible.

C. An OTE-wide Management Information System (MIS) will be developed which will provide rapid responses to requests for information on OTE courses. Such information will include: classroom utilization, student registrations, instructor utilization, enrollment projections, test scores, and Language Incentive Program participation. The system will interface with the existing Agency Training System (ATS). The MIS will provide timely information upon which OTE management can base decisions as well as improve the query response capability for Agency Training Officers.

D. OTE must remain flexible and responsive in providing timely training for users of the Agency computer and word processing systems. In order to most effectively utilize equipment and instructor resources, a variety of instructional methods will be employed by FY 89 to deliver this training. A formal mechanism will be created to include OTE in the design phase of new software and system developments. This will allow for the early determination of training requirements and the shifting of OTE resources in an orderly manner.

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E. As an integral part of OTE's career management and development plan, intra-directorate rotational assignments will continue to receive increased emphasis. The assignments selected should enhance individual skills as well as provide a sharper focus to OTE curriculum. An office-wide implementation of the competency based career system will begin in FY 85.

F. Priority will be placed upon obtaining the resources necessary to prevent the further deterioration of OTE's physical assets. Of primary concern will be necessary renovations and upgrades [REDACTED]

[REDACTED] Additional emphasis will be placed on allocating resources for the acquisition and updating of computer and word processing equipment. Continuing attention will be focused on ensuring that the equipment currently owned by OTE will be utilized in the most effective and efficient manner.

OFFICE OF TRAINING AND EDUCATION  
PLANNING ASSUMPTIONS  
FISCAL YEAR 1985

1. Classroom and conferencing space, both in the Headquarters area (including Chamber of Commerce) and at the [redacted] will be a continuing constraint. The classroom currently available in the Ames Building will be available throughout Fiscal Year 1985 for specialized data processing training. Classroom 713 will be reconfigured for ADP training.

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2. A modest increase in personnel resources is expected in FY 85.

3. The new communications equipment room will be fully operational in FY 85. This will enable OTE to begin to meet some of the backlogged ADP requirements in both administrative and training areas.

4. OTE will continue to experience a growth in the number of students accommodated via both internal and external training requirements. This is due partially to an ever increasing emphasis on skills development as well as to a reduced ability to hire employees with the required skills. The demand for training in computer and word processing skills will contribute to these training requirements at an increasing rate.

5. OTE will continue to place an emphasis on the increased use of office automation to handle administrative needs as well as to meet the requirements for classroom materials.

6. There will continue to be difficulty satisfying the Career Trainee (CT) recruitment goals due to changes in the economy and the limits on the salary and benefits we can offer.

7. Funding will continue to be received via the ORD DCI enhancement package in order to continue the development and research on CBT

8. Instructors will be available on rotation from the DS&T to supplement the Intelligence Training Staff in their DS&T training effort.

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9. There will be an increased interest in conducting training that meets component specific needs.

10. Funding commitments from other Directorates for the specialized programs being developed (CT and DS&T) will be received.

11. The positions and funds available to OTE via the Expanded Training New Initiative in the FY 85 budget will not be cut any further.